

Landlord Information Express

5 1 5 M O N M O U T H S T R E E T , S U I T E 3 0 2

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HUD REQUIRED ANNUAL ACTIVITIES

There are 3 HUD required annual activities. They are recertification of family income and household composition, Inspection of housing unit and annual adjustments to contract rents.

Recertifications of the family

At least annually, the family must furnish information pertaining to family income and family composition. Any increase/decrease may change the amount of the family's payment to the owner, thus affecting the portion of the contract rent that is paid by the family, but it does not affect the total amount received by the owner from both the Housing Authority and the family.

Annual Inspection of the Unit

Unit must be inspected at least once a year. The Housing Authority provides advance written notice to the owner and the family of the date and time of the annual inspection. If the unit does not

pass, a time period up to 30 days will be given to make repairs. The family is responsible for any repairs as a result of damage beyond normal wear and tear. The



family is also responsible for the operation of tenant-supplied appliances and payment of tenant-supplied utilities. The owner is responsible to ensure HQS are met during the term of the HAP contract. If unit does not meet HQS standards and repairs are not made within the time frame then the HA is required to abate payments. If a payment is abated, tenant is still responsible for their share of the rent.

Annual adjustments

Owners may request rent adjustments annually to be effective on or after the anniversary date of the HAP Contract. The inspector mails request forms to landlords prior to their tenant's annual recertification. Completed requests must be returned to the HA by the deadline provided. After receiving the request the HA must determine that the unit complies with HQS, that rent is reasonable and any increase is within the limitation of the HUD Annual Adjustment Factor. Please call to speak with our inspector if you have any questions.

FAMILY OBLIGATIONS TO THE OWNER

The family obligations to the owner should be listed in the lease agreement.. Please remember as part of the tenant screening process to review the lease terms carefully with your tenant.

The following list is an example of potential family responsibilities to the owner:

- Families are required to pay the rent on time and take care of the property. (i.e. promptly notify the owner if repairs are required).
- The family is required to keep all utilities (electric, gas and water) in service.
- The family is required to supply and maintain all appliances that are not provided by the owner.
- The family is responsible for damages to the unit and premises beyond normal wear and tear. If the family does not correct any tenant caused damages, their assistance may be terminated.

KEEPING IN TOUCH WITH YOUR HOUSING AUTHORITY



Good communication is essential for an successful relationship between the Housing Authority and the landlord. We may need to contact you from time to time, so please be sure we have a daytime phone number on file that you can be reached at.

mail.

Please keep addresses, W-9's and direct deposit information up-dated.

Your cooperation is essential to the HA's ability to serve you and any family you select as a renter.

Additionally, after the initial lease up, most of your contact with the HA will probably be by first class

HQS - HOUSING QUALITY STANDARDS

Before the HA can make payments to the landlord on behalf of the tenant family, the unit must meet HUD's minimum *Housing Quality Standards*. These standards have been implemented by HUD nationwide for the assurance that properties meet minimum health and safety standards.

The HUD booklet titled "A Good

Place to Live" describes the aspects of the unit that must be inspected in order to achieve HQS compliance. You may also obtain more detailed information from your HA worker about additional standards that may be required under local code.

There are 8 areas that must be reviewed for HQS compliance.

They are the living room,

kitchen, bathroom, other rooms used for living, secondary rooms, building exterior, heating and plumbing and general health and safety. If you should have any more questions about HQS please call our office.



SEARCHING FOR LANDLORDS

The Campbell County Department of Housing is always interested in adding new landlords and rental units to our program.

If you know of any landlords that might be interested in our program, please tell them about us.

We have a landlord information packet available that we can send to curious property owners and they can call us if they have any questions about our program.



MOST COMMON FAIL CONDITIONS AT INSPECTIONS



- Non Functional smoke detectors
- Missing or cracked electrical outlet cover plates
- Railings not present where required
- Peeling exterior and/or interior paint
- Tripping Hazards caused by permanently installed floor coverings
- Cracked or broken window panes
- Inoperable burners on stoves or inoperable range hoods
- Missing burner control knobs
- Inoperable bathroom fan/no ventilation
- Leaking faucets or plumbing
- No temperature/pressure relief valve on water heaters

Source: Nan McKay Owners Handbook

OWNERS OBLIGATIONS TO THE FAMILY

Non discrimination

All rental property owners are subject to Federal and local laws that prohibit discrimination against persons due to their sex, age, ethnicity, race, color, familial status, because they have children or because of disability. Violations of Fair Housing and non-discrimination laws will cause

termination of participation in the Section 8 program and/or civil penalties. Remember to use the same methods of screening and selection for all renters.

Reasonable Modification of the unit

Owners cannot discriminate because of disabilities and have an obligation to make

reasonable modification to the unit for such families at the family's expense. This is required for all persons with disabilities under the Fair Housing Act for the private rental market.

Bulletin Board

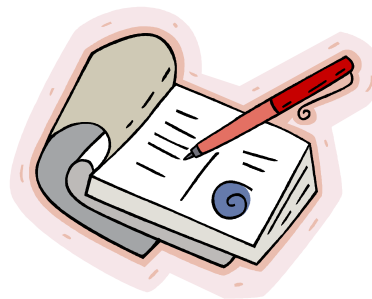
Openings

We have a bulletin board located in our office that is available for our landlords to advertise their available apartments and houses. Our participants use this bulletin board to find their housing. Please feel free to call our office to list your available property on our bulletin board.

LANDLORD MEETING REMINDER – MARK YOUR CALENDAR

The Campbell County Department of Housing is holding a meeting for current and prospective Landlords on January 5, 2006 from 5:30 until 7:00 at our office located at 515 Monmouth Street, Newport, KY. At this meeting we will cover

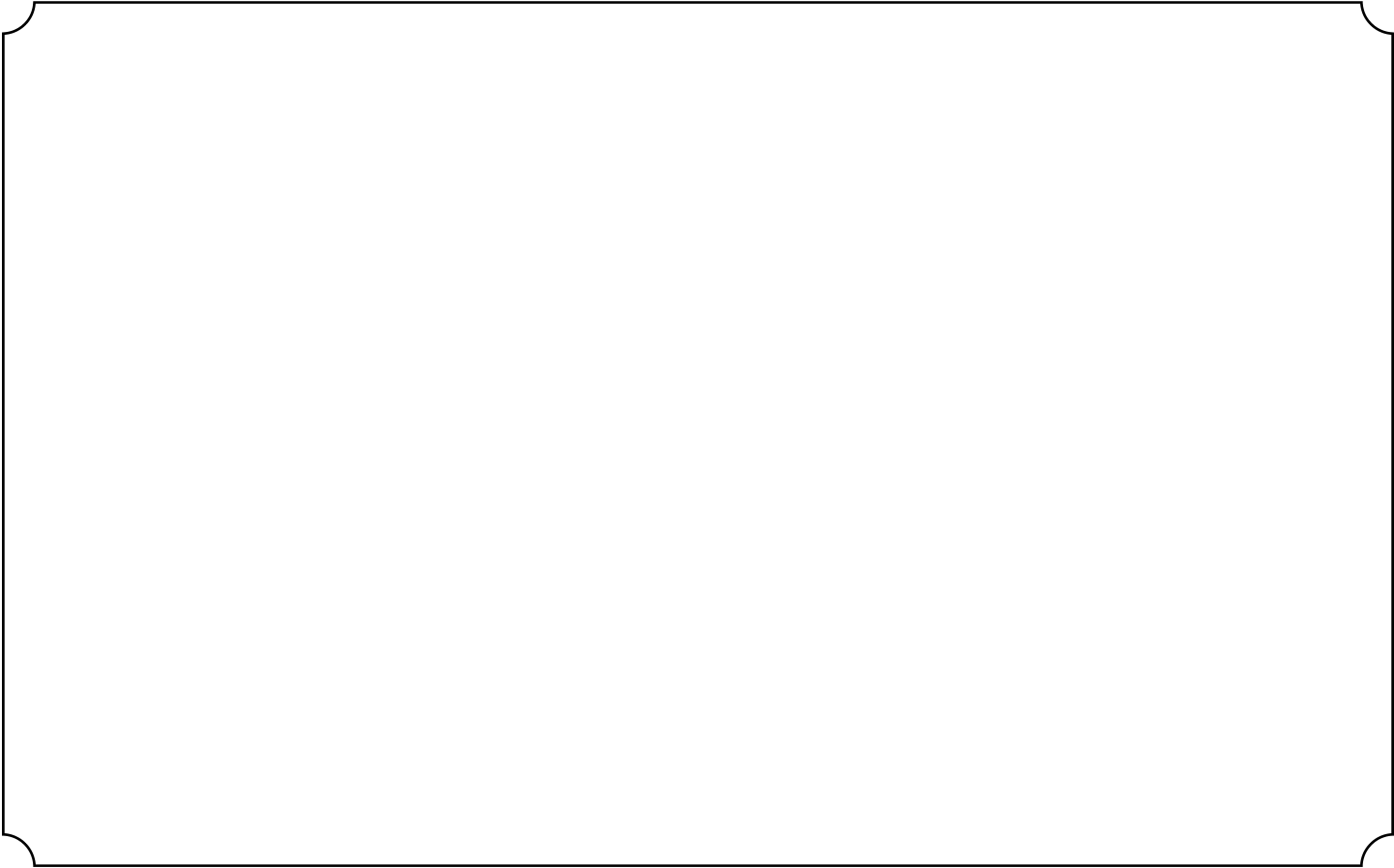
basic program information, contracts, Housing Quality Standards, any questions you may have, and much more. Refreshments will be served. Also, if you know of anyone else that might be interested please feel free to extend this invitation to



them. Please RSVP to Valerie Gibson by December 29th. We hope to see you there!

The Campbell County Department of Housing wishes you and your family a very happy holiday season.





Campbell County Department of Housing

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